

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1789**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
AS-2003 3-20-00	Contracting Officer Training	State Offices
AS-2004 3-22-00	2000 Administrative Officers' National Training Conference	FSA Offices Except Counties
BU-572 3-17-00	April 2000 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CM-411 3-20-00	Updating PFC Acreage and/or Yield Data in Farm Maintenance for FY 1998	State and County Offices
DAP-72 3-21-00	1999 LIP-Contract Growers (LIP-CG)	State and County Offices
DAP-73 3-21-00	Processing CDP Overpayments	State and County Offices
DF-324 3-16-00	Administering the Pasture Recovery Program (PRP)	State Offices and Service Centers
FI-2423 3-22-00	Assignment or Joint Payment for 1999 Oilseeds Program Payments	State and County Offices

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
FLP-117 3-15-00	Clarifying Family Farm Definition	State and County Offices
FLP-118 3-15-00	Limited Liability Companies (LLC) Eligibility for FLP Loans	State and County Offices
FLP-119 3-20-00	Collection and Resolution of Delinquent Youth Loans	State and County Offices
FLP-120 3-17-00	Releasing DALR\$ Version 6.4	State and County Offices
FSFL-1 3-16-00	Farm Storage Facility Loan Program Status	State and County Offices
LP-1728 3-17-00	Commodity Certificate Exchange Weekly Reports and Completing CCC-676	State and County Offices
LP-1729 3-21-00	Barring Federal Debtors From Obtaining Commodity Loans and LDP's	State and County Offices
PM-2165 3-14-00	Designation of Acting Deputy Administrator, Commodity Operations	All FFAS Offices
PM-2166 3-17-00	New Employee Recognition System	FSA Offices
PM-2167 3-21-00	FSA and RMA Flexiplace Program	FSA and RMA National Office Employees
TB-961 3-21-00	Designating Auction Market Warehouses for Price Support for Flue-Cured Tobacco	Flue-Cured Tobacco State and County Offices

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**Permanent Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
1-DAP Amend. 34 3-21-00	Disaster Assistance Programs	State and County Offices
1-FI (Rev. 13) Amend. 4 3-22-00	Processing Payments Initiated Through the System 36	State and County Offices
2-LP Rice (Rev. 8) Amend. 21 3-17-00	Loans and Loan Deficiency Payments for Rice	State and County Offices
1-NAP Amend. 17 3-16-00	Noninsured Crop Disaster Assistance Program	State and County Offices
1-PF Amend. 24 3-21-00	Agricultural Market Transition Program	State and County Offices

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**Procedure Notices**

None

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**Obsolete Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
DF-323	3-16-00	DF-324

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
AD	287-2		Recommendation and Approval of Cash Award or Quality Increase	AD0287-2.PDF	AD0287-2.WPD	RPL/PDF RPL/WP	NCR Set/4 and Sheet	N	All offices except counties	7-PM, 22-PM, PM-1876	N/A	This form was reissued to include an area for the printed name in addition to the signature. This form was uploaded to the BBS on 3-22-00.
AD	435		Performance Appraisal	AD0435.PDF	AD0435.WPD	LW/WDC/KC and RPL/PDF RPL/WP	Set/5 and MP/2	N	All offices except counties	5-PM, 7-PM, 23-PM, PM-1876	N/A	This form was reissued to include an area for the printed name in addition to the signature. This form was uploaded to the BBS on 3-22-00.
AD	435-A&B		Performance Plan, Progress Review, and Appraisal Worksheet (and Continuation) (Note: Instructions are in 435AINFO.WPD)	AD435A&B.PDF	AD435A&B.WPD	LW/WDC and RPL/PDF RPL/WP	Set/4 and MP/10	N	All offices except counties	5-PM, 23-PM, PM-1876	PM5	This form was reissued to include an area for the printed name in addition to the signature. This form was uploaded to the BBS on 3-22-00.
CCC	661B	03-15-00	Certification of Livestock Losses for Eligible Disaster - Contract Growers	CCC0661B.PDF	nofile.htm	RPL/PDF	MP/2, Head to Head	Y	State and County Offices	1-DAP	N/A	This form is new; it was uploaded to the BBS on 03-21-00.
CRP	1	01-30-97	Conservation Reserve Program Contract	CRP0001.PDF	nofile.htm	KC and RPL/PDF	Set/4	Y	Counties	12-AO, 1-COR, 2-CP, 1-CRP, 1-PN, 3-FI, 1-FI, 115-FI, 1-CM, 1-PL, 5-PA, 25-AS, 2-CRP, 3-CM, 7-CP, 1-PF	CRP4	This form is now PDF fillable for online completion as well as stocked at the KC Whse. It was uploaded to the BBS/Internet on 03-17-00. The content of the form dated 01-30-97 was not revised.

**Notes:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

Filing codes pertain only to State and County Offices.

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**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
FSA	241	01-02-92	Purchase Register	FSA0241.PDF	nofile.htm	RPL/PDF	Sheet	Y	All offices except counties	27-AS, 28-AS	PROC 4-1	This form was reissued as PDF fillable for online completion. This form was uploaded to the BBS on 3-17-00 and re-uploaded on 03-22-00 to correct an error.
FSA	440-25	11-18-96	Financing Statement	FS440-25.PDF	FS440-25.WPD	RPL/PDF RPL/WP	Sheet	Y	Counties	FMI 1-13-97, 1941-B	Position 1	This form was reissued to make the PDF fillable for online completion. It was uploaded to the BBS on 3-20-00. No revision was made to the content of the form dated 11-18-96.
KC	364	03-15-00	Building Security Card Access Request Form	nofile.htm	KC0364.WPD	RPL/WP	Sheet	N	ASD, All Employees			Revised form; destroy old stocks dated 6-19-95. WordPerfect file uploaded to the BBS on 3-16-00.
MQ	53	12-08-98	Application for Review of Farm Marketing Quota	MQ0053.PDF	MQ0053.WPD	RPL/PDF RPL/WP	MP/2 Head to Head	Y	Counties	2-PA	PA 13-1	This form has been reissued to delete checkmarks in the PDF fillable cells. It was uploaded to the BBS on 3-20-00. Copies do not require printing or distributing.
MQ	72-3	03-15-00	Transmittal of MQ-72-1 or MQ-72-2	MQ0072-3.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties	12-TB, 13-TB, 9-TB (SCOAP), 10-TB (SCOAP)	N/A	This form was revised and uploaded to the BBS on 03-15-00. Destroy old stock.

**Notes:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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**National Procedure Checklist No. 1789 (Continued)**
**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
RD	1922-12	07-98	Nonfarm Tract Comparable Sales Data	1922-12.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	N	FSA, RD	FMI 9-30-98, RD Instruction 1922-C, HB-1-3550 and HB-2-3550. Referenced in RD PN Issue No. 297 and FSA PN Issue No. 47 dated 9-30-98.	N/A	This form was reissued in the PDF format. It was uploaded to the BBS on 03-20-00. No revision was made to the content of the form dated 07-98.

**Notes:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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